

I N T E R N S H I P

CITY OF BOSTON

PARKS AND RECREATION DEPARTMENT

Marketing Department – ParkARTS Program

Intern will report to the Marketing Director and Director of Programming, who possess first-hand experience of the internship process. The Marketing Department has a clear understanding of what the student should gain from the internship experience and how it complements the formal academic process. The intern will be exposed to the core responsibilities necessary for a future position in the arts education and/or parks & recreation fields. The Department will assist with the preparation of resume and writing samples.

This internship will provide broad exposure to all facets of teaching children and adult arts workshops for a busy city government department, including arts education and curriculum design, media and community relations, marketing, and corporate sponsorships. Specific duties will include:

- Act as assistant to arts workshop educator
- Assist with execution of arts workshops, including setting up and breaking down workshops, and working with participants daily Tuesday through Friday, mid July through mid-August from 8:30 a.m. until 12:30 p.m.
- Assist with curriculum design
- Assist with program marketing
- Assist with media relations including on-site press and photographing and recording participants names for post-event/program coverage

AVAILABLE :	Four (4) summer positions
HOURS:	20 – 25 hours/week or per school requirements
SALARY:	Unpaid
REQUIREMENTS:	College arts education or parks & recreation majors, previous work with children a plus
TRANSPORTATION:	A car is easiest, however our offices are accessible by public transportation.
DRESS CODE:	Casual
TO APPLY:	Send resume and cover letter to lpatrik@ci.boston.ma.us

CONTACT: Lauren Patrick at lpatrik@ci.boston.ma.us or (617) 635-4505 ext. 3051